

Herlong Public Utility District



Regular Board Meeting September 13, 2022

arTHIS MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM ON
MARCH 17, 2020
PUBLIC PARTICIPATION

If you wish to make a general public comment or to comment on a specific agenda item, the following methods are available:

READ INTO THE RECORD AT THE MEETING: Submit your comment via email or drop box prior to the start of the meeting, provided that the reading shall not exceed three (3) minutes. Please state in your email that you would like this "read into the record". In those cases where the meeting author requests that the email be read aloud as though it were being delivered orally at the meeting, the email will be read aloud by the Board Clerk up to a maximum of three minutes. Comments received after the meeting has begun, will be placed into the record, and distributed appropriately. sandy@herlongpud.com

CALL TO ORDER: Director Everett called the meeting to order at 2:00pm.

FLAG SALUTE: Director Everett led out the pledge to the Flag.

Director Johnson entered.

ROLL CALL: Director Ayers, Director Everett, Director Swistowicz, Director Johnson, and Director Harris were all present.

APPROVAL OF AGENDA: Director Johnson made a motion to approve the agenda, and Director Ayers seconded. The motion carried: roll call vote: Aye Votes: Ayers, Everett, Swistowicz, Harris, and Johnson; Nay votes: None, Absent: None.

PUBLIC COMMENT: None

2ND/3RD QUARTER REVIEW OF BOARD NORMS: Director Ayers made a motion to receive and file the review of 2nd/3rd Quarters. Seconded by Director Harris. The motion carried: roll call vote: Aye Votes: Ayers, Everett, Swistowicz, Harris, and Johnson; Nay votes: None, Absent: None.

FIRE DEPARTMENT: The District is behind on the monthly NFIRS reporting. Mrs. Raffelson informed the Board why these reports are important and are a requirement to maintain FEMA Grant compliance. The District also received reimbursement monies from the CALFIRE RFC Grant that Mrs. Wood applied for in Spring 2021.

MINUTES: Director Everett made the motion to approve August 9, 2022 Board minutes, Director Harris seconded the motion. The motion carried: roll call vote: Aye Votes: Ayers, Everett, Swistowicz, Harris, and Johnson; Nay votes: None, Absent: None.

FINANCIALS: Director Ayers made a motion to receive and file July 2022 Financial report and Director Everett seconded the motion. The motion carried: Aye Votes by roll call: Ayers, Everett, Swistowicz, Harris, Johnson; Nay votes: None, Absent: None

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NEW BUSINESS

POLICY 1045 LEGAL COUNCEL & AUDITOR POLICY – Discussion and possible approval of consideration revision to current policy last review in 2009. Discussion followed. In response to questions from Director Swistowicz, the District’s legal counsel confirmed that he represents the District. Director Ayers made a motion to approve the revised policy. Motion seconded by Director Johnson. The motion carried: Aye Votes by roll call: Ayers, Everett, Harris, Johnson; Nay votes: Swistowicz, Absent: None

POLICY 4040 BOARD PRESIDENT: Review current policy from 2009. Changes were made to add 4040.03 to the policy with information from Senate Bill 1100, Chapter 171, approved by the Governor on August 22,2022. Director Ayers made a motion to review and accept changes to policy 4040. Motion seconded by Director Everett. The motion carried: Aye Votes by roll call: Ayers, Everett, Swistowicz, Harris, Johnson; Nay votes: None, Absent: None

POLICY 4070 BASIS OF AUTHORITY: Review current policy from 2009. No changes were made. Director Everett made a motion to review and accept policy 4040 as is. Motion seconded by Director Harris. The motion carried: Aye Votes by roll call: Ayers, Everett, Swistowicz, Harris, Johnson; Nay votes: None, Absent: None

RESOLUTION 2022-04: First review of the 2022-04 Resolution delegating the upcoming 2023 Fire Tax rates for improved and unimproved/vacant properties. Staff’s recommendation is to increase the “improved” rate by 3%, changing is from current \$132.56 to \$136.54, and to leave the unimproved/vacant rate the same at \$62.83. Reason for this change is due to inflation on mailings, fuel, PPE, and first aid supplies costs have gone up. This would be the first raise in Fire Taxes since 2017.

Director Swistowicz stated the rates should be increased for both improved and unimproved/vacant, no exceptions. Director Johnson agreed. Director Ayers understands both views, however believes it is best to accept 2023 rates as presented, by increasing Improved as mentioned and leaving unimproved/vacant with no change. Mrs. Raffelson relayed to the Board that when the County was involved, they did not bill Fire Tax to vacant properties that “valued” under \$5,000. These were monies that WPV and the District missed out on until Mrs. Wood found the error in 2020. Director Harris understands both sides equally. Director Swistowicz asked why increase in rates with money in the bank. Mrs. Raffelson responded that Fire Tax money in the bank was tagged for Building Improvements, adding an ADA bathroom and training room area. Postage cost has increased, and the District sends out fire bills, invoices, and delinquency notices; all cost has increased. Director Swistowicz made a motion to table the topic for the next board meeting. The motion was seconded by Director Harris. The motion carried: Aye

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Votes by roll call: Swistowicz, Harris, Johnson; Nay votes: Ayers and Everett, Absent: None

GM REPORT:

WPV – Proposed Project Schedule

Legal Advertise HPUD as required
Plans Ready for Bidders and Plan houses August 29
Pre-Bid Tuesday September 20
Bids Due Thursday September 29
Bid Award Tuesday October 11
Contractor Returns Contracts by Friday October 21
Notice to Proceed/Preconstruction Meeting Tuesday October 25

ELECTION – In Board packets is a copy of the County Election List from the County Website. There are 4 individuals running for 3 seats. With 4 individuals for 3 seats, the community will be able to vote for 3 individuals on the ballot. The District will also receive a bill this year for participating on the ballot.

Employee's: September 15th will be Sandy's 17th Anniversary of working for HUI and HPUD. Derrick Logan quit before he even started. Royce and I hired our 2nd person from our interviews. Aaron is from Susanville and started working for HPUD 9/6/2022.

GREEN WAY: Crazy J Concrete contacted the District and said that the County was asking for an updated proposal to do our greenway sidewalk. Although excited to hear that, the concern remains that we have been told that there is only \$80,000 in Grants for Herlong and the 2020 quotes from Crazy J Concrete were substantially more than that: \$118,000 for asphalt and \$150,000 for concrete. Assured they are even more currently.

DIRECTORS UPDATES: None.

ENTERED CLOSED SESSION AT 2:38PM

DIRECTOR SWISTOWICZ LEFT CLOSED SESSION AT 3:00PM
CLOSED SESSION ENDED AT 3:55PM.

The Board reported no reportable action from closed session.

ADJOURNMENT: Meeting adjourned at 4:04pm.

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John Everett, President

ATTEST TO:



Lain Ayers, Board Secretary